

**Group Volunteer Day Guide**

**General Information about your Group Volunteering experience:**

A Group Volunteering day can involve many different activities, which can be agreed in detail prior to the day with the volunteer group’s organiser. However, the most common Group Volunteering Day usually involves the following:

* A group serving breakfast and preparing / serving a hot lunch from 08.30am to 13.30pm
  + **Breakfast:** we provide a simple breakfast each morning (toast with spreads and baked beans, cereals, instant soup) which we will provide all of the ingredients for; the volunteers will simply need to be present in the kitchen to set up and provide counter service.
  + **Hot Lunch:** we provide a hot lunch for our clients every day - volunteers will need to prepare and cook a meat dish, a small vegetarian option and a dessert. With our regular volunteers, we usually defrost the meat ready for them, and they prepare a meal using whatever we have available in our stores; our ingredients are mostly provided via donations.
  + The volunteering group are more than welcome to bring in any ingredients for the lunch meal, but we are also more than happy for them to provide lunch in the same way regular volunteers would as described above. Please let us know which option you would prefer.
  + The volunteers will need to prepare enough food for around 30-40 people.
* A group supporting the Open Centre with cleaning, general preparation, activities support and client engagement 13.30pm-15.00pm/16.00pm.

**Information Required Prior to Group Volunteering Day:**

Prior to the day, at least a full week before, we will need the following information:

* Number of group volunteers (minimum of 4, maximum of 10, all volunteers must be 18+)
* Full names of all group volunteers
* All group volunteers to have signed our Volunteer Confidentiality Agreement, which will be provided via email. These can be returned on the day of volunteering, but any volunteers that have not completed a copy of the form may be asked to do so on the day, or may be unable to volunteer.
* The name of the designated Team Leader, who ideally will attend a short 30-45 minute induction prior to the volunteering day, so they can be orientated to the centre and our kitchen, and general boundaries and policies to be followed while in the centre.

To give you a rough idea of how your volunteering day might be structured, please find below an example of a recent Group Volunteering Day that involved 10 people from a local business:

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| **10 volunteers split into two groups08.30 - 11.30** | Group 1 serves breakfast and begins preparing lunch |
| Group 2 help in Open Centre / table service / client engagement. |
| **11.30 - 13.30** | Group 2 take over preparing lunch and serve lunch |
| Group 1 help in Open Centre / table service / client engagement. |
| **13.30 - 16.00** | Groups split how they like, depending on the day there will be activities for the clients to take part in and then there is general end of day cleaning of the centre in preparation for the next day |